

# Request for Reimbursement from International Graduate Workers Assistance Fund

Have you been paid or reimbursed this academic year by the International Graduate Workers Assistance Fund?

Yes

If yes, how much did you receive? \_\_\_\_\_

(Note: If previous reimbursement(s) equals \$1,000 you are not eligible for reimbursement.)

No (If no, please fill out the following form and submit it to your employing department administrator)

Name (last, first)

UM ID #

UM email

Employing Department

Local Address, City, Zip Code

Phone Number

Current Title:

Graduate Student Instructor (GSI)

Graduate Student Staff Assistant (GSSA)

Expense #1 (administrative, legal, travel fees, etc.) \_\_\_\_\_

Amount Paid

Date Paid

Expense #2 (administrative, legal, travel fees, etc.) \_\_\_\_\_

Amount Paid

Date Paid

(If more than two (2) expenses please attach a separate sheet with an itemized list of amounts requesting to be reimbursed)

Is a copy of your receipt attached? (A copy of your receipt is required to receive a reimbursement.)

Yes    No

## **Access to International Graduate Workers Assistance Fund Information**

### **What is the International Graduate Workers Assistance Fund**

The International Graduate Workers Fund was established between UM|GEO in the 2023-2026 collective bargaining agreement under MOU XXIV.

### **What are the eligibility criteria for receiving this reimbursement?**

- Enrolled international graduate students, at the University of Michigan, who are actively employed as GSIs or GSSAs during the current academic year.
- Each eligible Employee may receive up to \$1,000 per academic year

### **What is covered?**

- Administrative fees, legal fees, travel, and accommodation expenses.

### **I received my reimbursement, but I didn't get the full amount I paid. Why?**

It is likely that some taxes were withheld on the reimbursement. Check your pay stub for details.

### **How do I get the reimbursement?**

Each applicant to the International Graduate Workers Assistance Fund must submit a request directly to Academic Human Resources ([hr-acadhr@umich.edu](mailto:hr-acadhr@umich.edu)) to initiate the process. The University will require sufficient documentation, including receipts, consular appointment confirmations, travel information, etc. as part of an applicant's request for fund distribution.

The following procedure will be used to determine the amount of funds to be disbursed to each eligible applicant:

Calculate covered expenses for each applicant based on the documentation submitted by the applicant. Covered expenses are the sum of

1. administrative fees; and
2. legal fees; and
3. travel and accommodation expenses, only when necessary for obtaining or maintaining the appropriate immigration and/or legal working status

See Article MOU XXIV: International Graduate Workers Assistancess Fund of the Collective Bargaining Agreement between the University of Michigan and the Graduate Employees' Organization for further details.